TABLE OF CONTENTS

General Information...................................................................................................... 1-6
  What is the Rural Human Services Program?
  Who May Enroll in the Program?
  Where is the Program Delivered?
  How is the Program Delivered?
  Program Collaboration
  How Rural Human Services Program Fits With Other University Programs
  Training Sessions
  Program Awards and Recognition

RHS Course Descriptions............................................................................................ 7-13

University Paperwork and Policies ............................................................................. 14-16
  Getting Started
  During the Program
  Graduating

How to Get Your UAF Grades .......................................................................................16

RHS Faculty, Staff and Program Council.......................................................................17

Rural Human Services Graduates............................................................................. 18-19

Note: Clipart on page 12 provided by the Alaska Native Knowledge Network,
www.ankn.uaf.edu

Statement of Equal Opportunity and Affirmative Action

It is the policy of the University of Alaska to provide equal education and employment opportunities and to provide services and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability, or status as a Vietnam era or disabled veteran, marital status, changes in marital status, pregnancy or parenthood pursuant to laws enforced by the Department of Education and the Department of Labor. Inquiries regarding application of these and other regulations should be directed either to the University of Alaska Fairbanks, Director of Employee Relations; the Office of Civil Rights, Department of Education, Washington, D.C., or the Office of Federal Contract Compliance Programs, Department of Labor, Washington, D.C.
GENERAL INFORMATION

WHAT IS THE RURAL HUMAN SERVICES PROGRAM?

Program Overview and Description
The Rural Human Service (RHS) Program is a 32-credit University of Alaska academic program developed for Alaska village-based human service providers. It is intended for rural residents who are natural helpers and healers in their communities, and it is designed to help further develop skills and credentials in the helping profession. RHS offers a culturally appropriate training program designed for rural, village-based human service workers. Skills and training are provided in services such as crisis intervention, suicide prevention, community development, and counseling in mental health, substance abuse, interpersonal violence, grief, and healing.

Rural Human Services is built on Alaska Native traditional values. The program validates respective traditions to facilitate the healing of people in rural Alaskan communities. A unique aspect of RHS is that it uses Alaska Native cultures, traditions, and learning styles. Elders are a vital part of program design and class instruction. Courses blend Native and Western knowledge, values, and principles. The program enhances self-awareness and personal growth. RHS emphasizes cooperative learning and is grounded in the oral tradition. Learning techniques include observation, oral communication, hands-on experience, and skill applications for use in rural Alaska.

RHS is a statewide effort. RHS embraces the Alaska Mental Health Board’s goal to have at least one trained rural human service provider employed in each of Alaska’s 171 villages. The program represents successful partnerships and collaborations in rural Alaska, with faculty from the University of Alaska, representatives from the Alaska Department of Health and Human Services, Alaska Native elders, Alaska Native Health Corporations, rural mental health centers, and the RHS Council who work closely together in an effort to best meet the needs of rural Alaskans.

RHS OCCUPATIONAL ENDORSEMENT

The RHS Occupational Endorsement is a 16-credit concentrated course of study focused on rural behavioral health. This endorsement coursework provides students
with basic entry level training in behavioral health services and meets the training requirements for an entry level, professionally recognized Behavioral Health Aide I credential as developed by the Alaska Native Tribal Health Consortium. The endorsement can also serve as a “stepping stone” to the 32 credit RHS certificate degree. All sixteen credits of the endorsement can directly be applied to the RHS certificate. The RHS endorsement has been developed in direct response to current industry efforts to identify and define levels of competency-based credentials in behavioral health services. Both the Alaska Division of Behavioral Health and the Alaska Native Tribal Health Consortium are currently developing and defining competencies and credentials for Alaska behavioral health care workers. The make up of the occupational endorsement directly parallels the entry level competencies training required under these new systems.

The RHS Occupational Endorsement can also provide a credentialing option for service providers who work in related fields and would like additional training in rural behavioral health services. Providers who may want such training could include health aids, family service workers, correctional workers and teachers.

RURAL HUMAN SERVICES MISSION AND GOALS
The Rural Human Services program promotes, coordinates and delivers high quality skill-based education in human service for students in rural Alaska. The mission and goals of the program include:

1. Ensure that Rural Human Service graduates are qualified for and attain human service/behavioral health entry-level positions or promotions statewide especially in rural Alaska.
2. Through the use of a systems approach, ensure that Rural Human Services graduates are well equipped to provide support and counseling in Alaskan communities.
3. Meet the training needs for entry level behavioral health care workers by using best practice models of instructional delivery through the establishment of RHS learning cohorts statewide.
4. Blend western behavioral health practices with traditional Alaska Native knowledge and practices.
5. Expand workforce capacity by providing academic and career paths to human service credentialing.
WHO MAY ENROLL IN THE PROGRAM?
There are no academic prerequisites for the RHS Program. Any person currently working for a regional health corporation, employed to deliver village-based human services, or recognized by his or her community as a natural helper or healer may enroll. A high school diploma or GED, and previous training or work experience in the delivery of village-based human services are recommended but are not required. Students writing and math skills are assessed and referral to an appropriate course placement is made.

WHERE IS THE PROGRAM DELIVERED?
RHS Programs are now available at five branches of the College of Rural & Community Development (CRCD): Interior-Aleutians Campus in Fairbanks; Kuskokwim Campus in Bethel; Chukchi Campus in Kotzebue; Northwest Campus in Nome (inactive); and the CRCD office in Anchorage.

HOW IS THE PROGRAM DELIVERED?
Most courses are delivered in intensive, residential week-long formats. Training sessions last from one to three weeks. Since most students are also working, it usually takes four semesters to earn a RHS Certificate.

PROGRAM COLLABORATION
The program is a statewide effort that embraces the Alaska Mental Health Board’s goal to have at least one trained human service provider in each of Alaska’s 171 villages. UA faculty and staff, representatives from the Alaska Department of Health and Human Services, Alaska Native elders, Alaska Native Health Corporations, rural mental health centers, and the RHS Program Advising Council work closely together.

HOW THE RURAL HUMAN SERVICES PROGRAM FITS WITH OTHER UNIVERSITY PROGRAMS?
RHS provides entry-level training and skill development and enhancement for people who are currently employed in organizations and agencies that deliver village-based human services. Besides providing students with introductory training and skills, the program may serve as a bridge between the workplace and higher education. The program may also serve as a stepping stone to other careers. Students who complete the program may choose to take additional university courses toward an Associate of Applied Science degree (A.A.S.) in human service or toward a Bachelor of Science degree (B.S.) in social work or a Bachelor of Arts (BA) degree in rural development or psychology. (For details, see pages 10–14.).
THE TRAINING SESSIONS

Training sessions are held at different sites around the state. Each location holds different expectations in terms of its structure and situation. Each supervisor is notified prior to courses beginning of all site requirements pertinent to that region, such as where, when, expectation, etc.

**Academic Requirements**
On average, the program takes 2 years (4 semesters) to complete and requires 32 credits. Each week of the traditional sessions, a two-credit class is presented. Students have a take-home project for each class. In addition, there is an English requirement and 100 hours of practicum work. Classes are listed on a separate page.

*Please contact the region in which you are interested for student advising.*

**English Requirement**
In order to graduate, students must fulfill the UAF English requirement. Students are tested for appropriate placement in an English course which for many, is taught during evening sessions and/or by audio conference.

**College Credits**
If students have attended any other college (besides any branch of the University of Alaska), we will need an official transcript. There is usually a small fee for obtaining this.

**Practicum**
Students will be enrolled in a 4-credit practicum during their enrollment, generally their last semester. The students’ supervisors will be actively involved in practicum choice and process. A Practicum Manual will be provided that spells out the process and requirements. A faculty member will meet with the supervisor in person or by phone to detail the partnership.

**Academic Tracks after RHS**
Upon completion of all program requirements, students receive a Certificate (diploma) from UAF. It is equivalent to one year of college credit. Students who
want to continue their formal education can apply these credits to Human Services, Bachelors in Social Work, or other behavioral health bachelor’s degrees.

**TRAINING SESSION COSTS**

The costs of for the training sessions may vary from site to site depending on course schedules. Each supervisor and/or corporation will be notified of costs pertinent to that region. There are additional charges for the Practicum and English classes. Tuition is due six weeks before the session begins. Refund policy is: 4 weeks notice, full refund; 2 weeks notice, half refund, and less than two weeks notice, no refund.

**TRAVEL**

Travel arrangements and costs are the employer’s responsibility. The cheapest fares are usually booked at least 21 days in advance.

Completion ceremonies recognize the students’ accomplishments. Supervisors are strongly encouraged to budget money to attend depending on the region.

**SUPERVISOR TRAINING**

There is an annual RHS Supervisor Workshop usually held in the early part of the year. For Anchorage, they are often held sometime in February. Supervisors are required to attend these meetings to give feedback, learn more about the RHS system, and to help plan for change. The travel costs are budgeted by the RHS agency sponsoring a student. (In agencies with multiple supervisors, budget constraints may limit the number of supervisors who can attend).

**RHS PROGRAM COUNCIL**

The RHS Council developed the overall program vision and continues to ensure the program says true to its mission. Currently, Ted Sutton (Bristol Bay Area Health Corporation) is the Council Supervisor Representative on the Council. Ted is a RHS graduate. For further information, contact RHS Statewide Director Annie Hopper, LCSW at (907) 474-5440
PROGRAM AWARDS AND RECOGNITION


1997 Highlighted as a model program in counselor training in Mental Health News Alert, a national newsletter for mental health professionals.


2006 Innovative and Exceptional Practice in Child and Adolescents Workforce Education. Annapolis Coalition on Behavioral Health Workforce Education
RHS COURSE DESCRIPTIONS

Note: Courses that are stared (*) are included in the RHS Behavioral Health Occupational Endorsement

* RHS-110 Cross-Cultural Bridging Skills (1 Credit)
Identifies and examines issues and impacts relevant to effective cross-cultural communication. Focus is put on understanding the barriers to effective cross-cultural communication in rural settings and development of effective cross-cultural communication skills from a Native perspective. Special emphasis is placed on the development of bridging and networking skills that integrate Native values and principles.

* RHS-115 Issues of Personal Development (2 Credits)
Explores and discusses the dynamics and impacts of personal development issues relevant to the delivery of rural human services. Focus is on understanding types, application, and processes of personal development. Special emphasis placed on facilitating personal development through processes that integrate or reflect Native values and principles.

* RHS-120 Family Systems I (2 Credits)
Surveys the historical forces exerted on Alaska Native families, examine the impacts of those forces, and discuss their contemporary effects from a Native perspective. Focus is on developing options and strategies for developing healthy Native families as the foundation for healthy Native communities. Special emphasis placed on developing the understandings and skills necessary to facilitate development and maintenance of healthy families’ thorough healthy individuals.

* RHS-130 Processes of Community Change (2 Credits)
Examines and discusses contemporary foundations of rural social development and relevant issues from a Native perspective. Based on an ecological systems approach, this course focuses on developing the understanding and skills necessary for facilitating positive individual, family, and community development. Special emphasis placed on developing the skills necessary to identify, develop, and mobilize individual, family, and community resources in rural Native communities.

* RHS-140 Alaska Native Values and Principles (1 Credit)
Explores and discusses traditional Native values and principles, their applicability to today’s world, and issues relevant to their integration into today’s lifestyles. Focus is on developing understandings and skills necessary for facilitating formulation of positive world views within Native individuals, families, and communities. Special emphasis placed on developing an understanding of and appreciation for spirituality as a value and its role in the life processes of Alaska Natives.

* RHS-150 Introduction to Rural Counseling (2 Credits)
Identifies and examines issues relevant to the delivery of rural counseling services. Focus is on developing the understandings and skills necessary for the effective delivery of rural counseling services. With special emphasis on integration of Native values and principles, this course provides opportunities for development of basic rural counseling skills and also provides opportunities for
exploring strategies that facilitate positive individual, family, and community growth and development through enhancement of healthy lifestyles in rural Native communities.

RHS-220 Family Systems II (2 Credits)
A continuation of RHS-120 Family Systems I, this course explores and discusses the dynamics and issues relevant to personal healing and recovery from a Native perspective. Focus is on developing the understandings and skills necessary to healing and recovery in Native individuals, families, and communities. Special emphasis placed on achieving healthy lifestyles thorough self-understanding based on truth, grieving, and positive proactive repositioning.

RHS-250 Rural Counseling II (2 Credits)
Examines and discusses the differences and similarities between Native and Western counseling skills and identifies and examines issues relevant to the development and delivery of basic rural counseling skills. Focusing on identifying and building on individual, family, and community strengths as the foundation for development of intervention strategies, this course addresses the importance of integrating Native traditional values and principles into intervention strategies and service delivery. Special emphasis placed on developing and enhancing basic rural counseling skills and short- and long-term intervention strategies.

*RHS-260 Addictions: Intervention and Treatment (2 Credits)
Explores the dynamics, issues, impacts, treatment options and intervention strategies relevant to behavioral and chemical addictions. Focus is on understanding addictive processes and developing treatment options and intervention strategies from a Native perspective. Special emphasis placed on development of treatment options and intervention strategies that integrate Native values and principles.

RHS-265 Interpersonal Violence (2 Credits)
Examines the types, causes, and impacts of interpersonal violence. Focus is on developing an understanding of interpersonal violence and development of treatment options and intervention strategies from a Native perspective. Special emphasis placed on development of treatment options and intervention strategies that integrate Native values and principles.

*RHS-275 Introduction to Recovery and Mental Illness (2 Credits)
Overview of mental illness and recovery issues. Emphasis on issues for practitioners in small, rural communities in Alaska (Prerequisites: RHS 150 or permission of instructor. Recommended: RHS 115 and RHS 250.)

*RHS-285 Case Management (2 Credits)
Identifies and discusses issues, components, procedures, responsibilities, skills, and processes for case management in rural settings and with diverse populations. Special emphasis placed on case management processes unique to rural and village Alaska and to the fields of mental health, addictions, and interpersonal violence. Oral and written communication skills essential to effective case management are explored.
RHS COURSE DESCRIPTIONS (cont.)

**RHS-290 Grief and Healing (2 Credits)**
Examines the types, causes, and impacts of grief and explores various models of the grief cycle. Focus is on developing an understanding of grief and grieving cycles from a Native perspective. Special emphasis is placed on development of healing strategies that integrate Native values and principles.

**RHS-287 Practicum (4 Credits)**
Designed to be taken as part of the final sequence of courses after Training Session 3 of the Rural Human Services Certificate Program, the practicum provides students with 100 hours of supervised learning experience in an approved rural human service organization or agency. Focus is on placing students in supervised experiential learning experiences that expose them to opportunities for personal and professional development, self-analysis, and growth. Special emphasis is placed on developing the understandings and skills necessary to integrate Native healing theory and problem solving into the delivery of rural human services.

**Communication Requirement (2–3 credits) and Computation Requirement (2-3 credits)**
In order to receive a UAF Certificate in Rural Human Services, each student must also fulfill UAF’s communication and computation requirements. Students most frequently take the following courses. The degree worksheet on page 10 provides other options. See your advisor if you have prior academic credit in these areas.

a) One of the following, as recommended by placement test:
   - ENG 111 (Introduction to Academic Writing)
   - DEVS 104 (University Communications)
   - CIOS 160 (Business English)
   - Or other approved course

b) Any math course at the 100 level or above or HUMS 117 Math for Human Service Workers, or other approved course
A SEAMLESS ACADEMIC PATH:  
RHS CERTIFICATE TO BACHELOR OF SOCIAL WORK

The following information (2006-2007 UAF Catalogs) provides a guide from RHS graduate to a bachelor’s degree. It is not intended to be a substitute for academic advising. At each step of the way, students are urged to make sure they have an academic program advisor who can tailor their course of study to their individual circumstances. For more detail, see the UAF catalog online at http://www.uaf.edu/catalog/index.html.

UAF COURSE REQUIREMENTS

The Rural Human Services (RHS) Program articulates with the AAS degree in Human Services (HUMS) and Bachelor of Social Work (BSW). For maximum benefit of their RHS credits, RHS graduates should complete the HUMS degree, and then apply for admission to the social work program. (Students may also choose to transfer into Bachelor programs in Rural Development or Psychology.)

Step 1: RURAL HUMAN SERVICES CERTIFICATE – 32 credits

Certificates are awarded by UAF in specific occupational fields with an emphasis on entering the job market. Students take a series of courses to prepare them for entry-level human service positions in rural Alaska. The courses are delivered in an intensive face-to-face format (1–3 week sessions in residence) over a period of 4 semesters. In addition to RHS courses the student will complete a practicum in their community, as well as the general university requirements. Students should be sure they are formally enrolled in the RHS program and have an RHS adviser.

General University Requirements:

- Communication 2-3 credits
- Computations 2-3 credits
- Human Relations (RHS 110* and RHS 115*)

Program Requirements:

- RHS 120 Family Systems I (2 credits)*
- RHS 130 Processes of Community Change (2 credits)*
- RHS 140 Alaska Native Values and Principles (1 credit)*
- RHS 150 Intro to Rural Counseling (2 credits)*
- RHS 220 Family System II (2 credits)
- RHS 250 Rural Counseling II (2 credits)
- RHS 260 Addictions (2 credits)*
- RHS 265 Interpersonal Violence (2 credits)
- RHS 275 Intro to Mental Health and Recovery (2 credits)*
- RHS 285 Case Management (2 credits)*
- RHS 287 Practicum (4 credits)
- RHS 290 Grief and Healing (2 credits)

* Classes included in the RHS BH Occupational Endorsement
### 2006-07 Catalog
#### Rural Human Services
Certificate Requirements
32 Credits

You must have a cumulative grade point average (GPA) of at least 2.0. Fifteen (15) semester hours must be UAF residence credits.

**CERTIFICATE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATION: (2-3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engl 111X (3)</td>
<td>RHS 120</td>
<td>(2)</td>
</tr>
<tr>
<td>Or Abus 170 (3)</td>
<td>RHS 130</td>
<td>(2)</td>
</tr>
<tr>
<td>Or ABUS 271 (3)</td>
<td>RHS 140</td>
<td>(1)</td>
</tr>
<tr>
<td>Or Engl 211X(3)</td>
<td>RHS 150</td>
<td>(2)</td>
</tr>
<tr>
<td>Or Engl 212 (3)</td>
<td>RHS 220</td>
<td>(2)</td>
</tr>
<tr>
<td>Or Engl 213X(3)</td>
<td>RHS 250</td>
<td>(2)</td>
</tr>
<tr>
<td>Or Comm 131X(3)</td>
<td>RHS 260</td>
<td>(2)</td>
</tr>
<tr>
<td>Or Comm 141X(3)</td>
<td>RHS 265</td>
<td>(2)</td>
</tr>
<tr>
<td>Or Devs 104 (1-3)</td>
<td>RHS 275</td>
<td>(2)</td>
</tr>
<tr>
<td>Or Devs 105 (3)</td>
<td>RHS 285</td>
<td>(2)</td>
</tr>
<tr>
<td>Or other program approved discipline-based communication course or discipline-based courses with embedded communication content to total 2 or 3 credits:</td>
<td>RHS 287</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td>RHS 290</td>
<td>(2)</td>
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</table>

**COMPUTATION: (2-3)**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mat/Computer Science/Statistics course at the 100-level or above</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>Or Abus 155 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Or Devm 105 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Or Ece 117 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Or Hlth 116 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Or Hums 117 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Or Prt 155 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Or Ttch 131 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Or other program approved discipline-based computation course or discipline-based courses with embedded computation content to total 2 or 3 credits:</td>
<td>(3)</td>
<td></td>
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</tbody>
</table>

Human Relations: (3)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHS 110 (1) AND RHS 115 (2)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: See your advisor if you are not sure which Catalog year to use.
STEP 2: Associate of Applied Science (AAS) IN Human Services – 60 Credits

RHS graduates have 27 of the HUMS credits and may proceed directly into general education requirements and upper level HUMS courses. The courses listed below are required in addition to the RHS courses and are available by distance delivery from one’s home community. The HUMS degree can be completed by distance from your home community.

General University Requirements (15 credits)
Communication (9 credits) (courses highlighted in bold are designated core requirements for all UAF bachelor degrees)
- ENGL 111X (3) Methods of Written Communication
- ENGL 211X or 212X* or 213X (3) Exposition Courses
- COMM 131X or 141X (3) Fundamentals of Oral Communication
- PSY 101 (3) Introduction to Psychology
- HUMS 117 (3) Math for Human Service Workers
  or other approved computation course
  (those going on for the BSW will need Math 131X)
* ENGL 212 (Grant Writing) does not fulfill second half of written communication requirement for baccalaureate degree

Program Requirements (9 credits)
- HUMS 301 Ethics in Human Services
- PSY 240 Lifespan Development Psychology
- SWK 103 Social Work in Human Services

Concentration: Addictions Counseling*: (7 credits)
- HUMS 205 Group Counseling (3)
- HUMS 260 History of Alcohol in Alaska (1)
- HUMS 305 Substance Abuse Counseling (3)
*If choosing a different concentration, work closely with your advisor.

NOTE: The following table shows HUMS Equivalency to RHS. Both RHS courses must be completed to be equivalent. In other words, if you have taken the RHS courses, you don’t need the HUMS equivalent class.

<table>
<thead>
<tr>
<th>RHS Courses</th>
<th>HUMS Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHS 110 and RHS 140</td>
<td>HUMS 120 Cultural Diversity in Human Services</td>
</tr>
<tr>
<td>RHS 150 and RHS 260</td>
<td>HUMS 125 Intro to Addictions</td>
</tr>
<tr>
<td>RHS 115 and RHS 150</td>
<td>HUMS 215 Individual Interviewing</td>
</tr>
<tr>
<td>RHS 250 and RHS 290</td>
<td>HUMS 210 Crisis and Grief Counseling</td>
</tr>
<tr>
<td>RHS 285 and RHS 287</td>
<td>HUMS 232 and 233 HS Practicum</td>
</tr>
<tr>
<td>RHS 120, 130, 220, 265, 270</td>
<td>Can substitute for HUMS 250 courses</td>
</tr>
</tbody>
</table>
Step 3 - Bachelor in Social Work – 120 credits

All courses required for the social work degree can be taken by distance from your home community.

A student must apply and be accepted into the social work program. To be admitted to the program, students need a 2.0 GPA or above. To enroll in the senior practicum, students must have a minimum 2.5 GPA. (The social work practicum is in addition to the RHS practicum.) HUMS graduates can use their coursework toward a minor in Human Services.

**General University Requirements**
Meet core B.A. degree requirements for the B.A. degree in Communications Skills, Humanities and the Social Sciences, Perspectives on the Human Condition, Math or Computer Science and Natural Science.

**Liberal Arts Courses**
- PSY 101 (completed in HUMS)
- SOC 100 X Individual, Culture and Society
- ANTH 242 Native Cultures of Alaska

**Program Requirements**
- SWK 103 Introduction to Social Work (completed in HUMS)
- SWK 220 Values, Ethics, and Social Work Practice
- SWK 305 Social Welfare History
- SWK 306 Social Welfare Policies and Issues
- SWK 320 Rural Social Work Practice
- SWK 341 Human Behavior in the Social Environment I
- SWK 342O Human Behavior in the Social Environment II
- SWK 460 Social Work Practice I
- SWK 461 Practicum on Social Work I
- SWK 463 Social Work Practice II
- SWK 464 Practicum II
- SWK 375 Research Methods

6 social work elective credits

*a limited number of HUMS (HSV) and PSYCH courses are accepted as alternatives to SWK electives*
**UNIVERSITY PAPERWORK AND POLICIES**

**Getting Started**

UAF Admissions Application – This form admits you as a UAF student into the RHS program. The cost is $40. List “Rural Human Services” as your major and check (✓) certificate program. After the first semester the Admissions Office will send you a letter asking if you are continuing your RHS studies. Be sure you reply “yes” or you may have to be re-admitted.

Obtain transcripts from any college or university you attended (except UAF, UAA, or UAS). These must be official transcripts sent directly from the school to UAF Office of Admissions. There is usually a small charge for this service (most schools will accept credit card payment over the phone). Admissions office won’t evaluate transcripts until you are enrolled as a UAF student. The Admissions Office will decide which of your courses will transfer to UAF credit(s). Your RHS advisor will explain whether those credits can be used to meet RHS or other program requirements.

Mail to: UAF Admission Office
        PO Box 757480
        Fairbanks, AK. 99775

Academic Bankruptcy – Students who have not attended the university as a full-time student for a minimum of two years may choose to erase past UAF academic work from their GPA (grade point average) and start over. If you think that applies to you, see your advisor. If needed, complete the Application for Academic Bankruptcy. All prior credits will be disregarded – you can’t only drop the “bad” grades.

Placement – Students enrolled in a certificate program will be tested to determine appropriate placement for communication and computation courses.

**DURING THE PROGRAM**

Registration – You must be officially registered for each course to receive credit.

Account Holds – If a student owes money (e.g., parking tickets, outstanding balances, loans, etc.) to any branch of UA, they cannot be registered for a course, even if they attend the class, until the account is settled. If you are in this situation, see your advisor as soon as possible.

Grades – RHS assigns letter (A-F) grades for its classes. The University no longer sends out grade reports at the end of the semester; but you can check your grades on the web (see next page). You must earn a grade of C or better in all RHS classes in order to meet your graduation requirement.

Other grade options are at the discretion of the instructor and include:

  I – Incomplete a temporary grade used to indicate that the student has satisfactorily (C grade or better) completed the majority of work in a class, but for serious personal reasons has been unable to complete the class. The student has one academic year to complete the work before the “I” changes to a F.
**DF – Deferred** grade – is given if the coursework extends beyond the end of the semester, usually the Practicum.

**W – Withdrawal** (you may see this on your transcript from previous academic work – not used in RHS)

**NB – No Basis**

**Graduating**

**Degree Audit** – When you are close to the end of your program, you or your advisor will request a review of your progress toward the graduation. Staff in the Graduation Office will let you know which requirements you have met and whether you still have more work to finish.

**Application for Graduation** – **Plan ahead.** The deadlines to file for May graduation are either in February ($20) or March ($30). Complete the application and pay the fee if you intend to graduate. You’ll be asked if you are attending in person or want the diploma mailed to you. You are eligible to participate in graduation at any rural campus or in Fairbanks. Indicate that RHS is your major, the degree is a certificate and name your RHS advisor. The Graduation Office will usually contact your advisor if there is a problem. If you file for graduation but are unable to complete your course work that semester, you will have to re-apply the next semester and pay the fee again.

**Re-applying to UAF** – If you take off 4 consecutive semester(s) from the RHS program, you will have to re-apply to UAF and pay the $40 fee again. RHS is a two-year program and the university will drop you from enrollment when you are not an active student.

**Catalog Changes** – If you dropped out of RHS and returned several years later, you will still have all the credits you earned before. However, some of the requirements may have changed. This could be a change in the courses or the number of credits a course carries. Your advisor can help you determine how you will be affected and what you need to do.

**To Order An Official UA Transcript** – You have the option of ordering your official transcript online or by telephone with a credit card payment. Call 1-800-730-9016. The cost is $7.00. On the Web, go to http://uaonline.alaska.edu/ and follow the information for transcript request. To order by mail or fax, call 877-474-6046 or 907-474-6300.
HOW TO GET YOUR UAF GRADES/TRANSCRIPTS

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• Click on “Personal Information” text.
• Select “New UA Identification Number” at the bottom of the list.
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Sonja Delgado, Ouzinkie
Violet Burnham, Kaltag
Wassillie Gust
New Stuyahok
Lara Hensley, Nondalton
Susan Jones, Kotzebue
Irene Kangas, Fairbanks
Barbara Macmanus, Ambler
Clara Peters, Nulato
John Sanford, Mentasta
Maudy Sommer, Huslia
Rose Wassillie, Togiak

1995
Sophie Abyo, Pilot Point
Rita Herrmann, Kenai
Janice Hotze, Haines
Lola Lind, Kodiak
Betty Lukin, Port Lions
Kathryn Lukin, Port Lions
Bonita Mohan, South Naknek

1996
Fr. David Askoak, Iliamna
Glenda Ewan, Gakona
Bettylou Goodlataw, Glennallen
Toni Lee Jackson
Copper Center
Clarence McConkey
Copper Center
Anecia Nanok, Twin Hills
Annie Tugatuk, Manokotak

1997
James Angaiak, Bethel
Lisa Ann Christiansen
Old Harbor
Ray Coppock, Kotzebue
Judy Erick, Venetie
Nora Flores, Togiak
Cynthia Hartmann
Nelson Lagoon
Harry Kalmakoff Jr.
Chignik Lake

1997 (cont.)
Alice Keyes
Mountain Village
Eva LeVeque, Nondalton
Cheryl Mayo-Kriska
Stevens Village
Virginia Moore, Emmonak
Minnie Salmon, Chalkyitsik
Mabel Smith, Barrow
John Stein Jr., Kotzebue
Ted Sutton, Togiak
Thomas Young Sr., Sitka

1998
Oscar Active, Kongiganak
Felix Albert, Tununak
Marie Andrew, Bethel
Lillian Andrews, Bethel
Nick Ayapan, Kwethluk
Zita Chikigak, Alakanuk
Ethel Ephamka, Bethel
Guy Guy, Kwethluk
Jesslyn Hoffman, Bethel
Sophie Jenkins, Napaskiak
Simeon John, Toksook Bay
Jonathan Lewis, Chefornak
Margaret Moses, Rampart
Alexandria Muller, Ouzinkie
Lisa Siavelis, Bethel
Molly Thomas, Bethel
Peter Twitchell, Bethel
Jennifer Volkman, Bethel

1999
Francine Andrew, Kokhanok
Kimberly Carlo, Fort Yukon
Betty Denny, Tok
Kenneth Frank
Arctic Village
Connie Henry, Venetie
Francine Henry, Beaver

1999 (cont.)
Sandra Johnson, Naknek
Virginia Peter, Fort Yukon
Faith Peters, Tanana
Vera Taylor, Ekwok
Jennifer Young, Sitka

2000
Denise Abdullah, Sand Point
Dinah Aceveda, Kake
Joann Andrew, Bethel
Wilbur Brown Jr., Sitka
Carrie Enoch, Bethel
Ignatius George, Alakanuk
Joseph Green, Bethel
Julia Hall, Goodnews Bay
Andrew Jasper, Akiak
Irene Kaganak, Bethel
Ida Kernak, Napakiak
Henrietta Long, Hooper Bay
Tom Maillelle Sr., Grayling
Kathleen Peters-Zuray
Tanana

2001
Katie Roehl, Bethel
Bernard Sam, Bethel
Martha Simon, Hooper Bay
Samuel Smith, Mekoryuk
Karen Stickman
Port Alsworth
Annie Wassillie, Bethel
Stella Wassillie, Bethel

2002
Emid Brown, White Mountain
Alice Fitka, St Michael
Josie Garnie, Teller
Helen Gregorio, Togiak
Lorraine Jonsson, False Pass
Suzanne Milks, St George
Mina Nayokpuk, Shishmaref
Kyle Okpealuak, Wales
Gladys Pete, Stebbins
Marjorie Saccheus, Elim
Willie Shields, Hydaburg
2002 (cont.)
Ben Didrickson, Sitka
June Dirks, Unalaska
Priscilla Edmond, Alakanuk
Grace Friendly, Quinhagak
Lorraine Kasko, Haines
Karen Kriska, Koyukuk
Nastasia Levi, Lower Kalskag
Emma Matthias, Kotlik
Elizabeth Moore, Bethel
Lynette Parduhn, Bethel
Agnes Phillip, Alakanuk
Judy Simeonoff, Ahkiok
Debbie Turner, Holy Cross
Krista Williams, King Salmon

2003
Patti Carlson, Larsen Bay
Tom Evon, Manokotak
Julia Simon, Allakaket

2004
Lucy S. Adams, Kivalina
Rosemary G. Allen, Nenana
Agrafina J. Baugh, Bethel
Dorothy Bekoalok, Anchorage
Samuel Berlin, Bethel
Doren D. Borokowski, Mountain Village
Bonnie Bradley, Bethel
Julia D. Brown, Kotzebue
Hanna Titus Carter, Fairbanks
Fairbanks
Donald D. Charlie, Nenana
Darlene H. Christiansen, Old Harbor
Doris Davis, Selawik
Virginia E. Graham, Port Heiden
Wilson S. Green, Bethel
Constance M. Groat, Nome
Lavonne Harris, Kotzebue
Samantha Holmberg, McGrath
Melanie W. James, Seward
Marsha Jerue, Anvik
Mary Johnson, Fairbanks
Beverly Joseph, Fairbanks
Lillian F. Kiunya, Kongiganak
Lois A. Law, Nenana
Lawrence K. Lewis, Bethel

2004 (cont.)
Paula McQuestion, Fairbanks
Barbara Mercer, Sitka
Chuck Miller, Sitka
Marlene Moto-Karl, Deering
Joseph Mute, Kongiganak
Emma Olanna, Brevig Mission
Colleen Pasitnak, Bethel
Patrick M. Pavila, Tuntutulik
Mona L. Perdue, Fairbanks
Sophie E. Peters, Huslia
Mary L. Pilot, Koyukuk
Ellen Richard, Wales
Anahma Saito, Kotzebue
John W. Schaeffer, Kotzebue
Mary J. Schaeffer, Kotzebue
Hilda Skin, Noorvik
Al Stevens, Fairbanks
Elias J. Stone, Hooper Bay
Melton Sutherland, Kotzebue
Florence P Therchik, Tooksok Bay
Miriam A. Titus, Minto
Mae Walton, Selawik
Oran Walton, Sr. Selawik
Grace L. Washington, Buckland
Lucy Weedman, New Stuyahok
Sarah Weisner, Shungnak
Margaret Harpak-Westlack, Emmonak
Edna Woods, Bethel

2005
Sandi Ahlers, Kasilof
Margie Atla, Galena
Frank Hughes, Kake
Fred John, Jr., Delta
Vernon Joseph, Fairbanks
Emma Koeffer, Brevig Mission
Mary Jones Lewis, Anchorage
Dale Linstrom, Sitka
Nancy Nelson, Kodiak
Jeanette Ness, Petersberg
Lorna Osterback, Sand Point
Denise Roy, Sitka
Annette Segura, Soldotna
Josephine Semaken, Anchorage
Lydia Vincler, Akutan
Jones Wongittilin, Buckland

2006
Paul Aceveda, Kake
Elena Aluskak, Bethel
Robert Curtis, Kotzebue
Kathy Dirks, Unalaska
Paul Dock, Kipnuk
Christopher M. George, Bethel
Louise Gooch, Cold Bay
Myra Heaps, Fairbanks
Denis Hensley, Jr., Bethel
Mary Hill, Quinhagak
Marie Hopstad, Bethel
Alfred Jonathan, Tanacross
Edward Kelly, St. Mary’s
Marvin Kiotun, Bethel
Winefred Kelly-Green, Bethel
Serena Martin, Bethel
Justin McDonald, Kake
Sharon McIndoo, Kake
Mary Nevak, Bethel
Maggie Paukan, St. Mary’s
Ellen J. Richard, Wales
Elise M. Smith, Tuntutulik
Shirley A. Waipa, Bethel
Tanya Yatlin, Fairbanks

2007
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Gail Evanoff, Chenega Bay
Glenda Gologergen, Anchorage
Tia Holley, Kenai
Victoria Jones, Anchorage
Ivan Kious, Fairbanks
Rachel Phillips, Healy
Nancy Radke, Nanwalek
David Seaward, Seward
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